HOUSING AUTHORITY USER MANUAL

Public and Indian Housing (PIH)

Real Estate Assessment Center (REAC)

Inventory Management System (IMS)

Housing Inventory Module

Inventory Removals sub Module

U.S. Department of Housing and Urban Development (HUD)

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1.0 HOUSING INVENTORY

1.1 HOUSING INVENTORY

The **Housing Inventory** sub module allows the user to view PHA data, inventory of units that the PHA has at its disposal, and allows the user to propose buildings or units for removal. The **Housing Inventory** module includes three sub modules: **Housing Agency** sub module, **Development** sub module and the **Inventory Removals** sub module.

The **Housing Agency** sub module provides various types of data for PHAs. PHAs can use this sub module to enter, update and maintain their information. This sub module also allows the users to create new PHAs.

The **Development** sub module includes information about the inventory of units and buildings that PHAs manage. This sub module allows the users to view the current unit and building inventory, add new inventory items and delete inventory items that are no longer needed. The inventory information is provided at the development level, building level and unit level. Users can group any inventory items in the database based on various For example, units can be grouped by unit tenant status, submission status type, or unit designation.

The **Inventory Removals** sub module allows PHAs to remove certain items from their inventory by proposing those items for demolition / disposition. This sub module allows PHAs to fill the demo/dispo application, submit it with accompanying documentation, review the application and approve it. After the demo/dispo application is approved, inventory items that are subject to that application no longer are part of the PHA's inventory.

1.2 INVENTORY REMOVALS

The **Inventory Removals s**ub-module assists the Special Applications Center (SAC) with its review of the required Inventory Removals application submissions. Moreover, the sub module is the means used by HUD to approve removing units, buildings, and land from the inventory of public housing and to record the change in status of such property in PIC. The property information in PIC is used to assess the requests by Housing Authorities (HAs) to demolish or dispose of an entire development, or a portion of a development for a variety of reasons. The main functionalities of the **Inventory Removals** sub module are contained in the seven tabs that allow users to submit, review, and approve an application and run various reports to view appropriate data.

Prior to the development of the **Inventory Removals** sub module, applications were submitted on paper. The HUD Public and Indian Housing (PIH) office developed this sub module in the PIH Information Center (PIC) system to improve the availability of inventory removals data and reduce error rates.

1.2.1 The Application Tab

Upon entering the **Inventory Removals** sub module, the first page displayed is the **List**sub tab that lists all the applications contained in the database associated with the selected PHA. This is one of several pages contained in the **Application** tab (see Figure 1).

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000344	09/04/2003	Disposition	SAC-Chicago	HQ Approved	09/08/2003
DDA0000609	06/28/2004	Disposition	SAC-Chicago	HQ Approved	03/01/2004
DDA0002344	04/03/2006	Demolition/Disposition	SAC-Chicago	HQ Approved	11/20/2006
DDA0003135	05/08/2008	Disposition	SAC-Chicago	HQ Approved	04/23/2008
DDA0003696		Demolition	SAC-Chicago	Draft	07/10/2009
IBSOH00210		Disposition	SAC-Chicago	HQ Approved	08/23/2001
IBSOH00211		Section 5(h)	SAC-Chicago	HQ Approved	06/12/1997
IBSOH00212		Demolition	SAC-CHICAGO	HQ Approved	09/18/1996
IBSOH00213		Demolition	SAC-CHICAGO	HQ Approved	01/14/1997
IBSOH00214		Disposition	SAC-CHICAGO	HQ Approved	01/02/1997
IBSOH00215		Demolition	SAC-CHICAGO	HQ Approved	01/29/1999

Figure 1: Application Tab

There are four other pages under the **Application** tab, which become visible after an application is opened. They include the:

- **Form HUD-52860 (Application Index)** sub tab

- **Supporting Documents** sub tab

- **Quality Checklist** sub tab

- **Submission** sub tab

1.2.1.1 List Sub Tab

The **List** page allows the user to create a demo/dispo application or select from a list of previously created applications in order to modify or complete them. The list of all available applications is displayed as a table on the **Application List** section (see Figure 2).

The table contains the following columns:

- **Application Number**: Click on the link to view the information for the selected application.

- **Received Date**: The date SAC received the application.

- **Application Type**: See page 5 for more information.

- **Processor:** SAC-Chicago is the only processor currently listed.

- **Status**: The status of the current application.

- **Status Date:** Indicates the date when application status was changed.

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▲
DDA2020207	10/21/2022	Demolition	SAC-Chicago	HQ Approved	01/07/2023
DDA2020174	10/21/2022	Demolition	SAC-Chicago	HQ Approved	03/01/2023
DDA2020293	05/12/2023	Disposition	SAC-Chicago	HQ Approved	05/19/2023
DDA2020751	02/02/2023	Disposition	SAC-Chicago	HQ Approved	02/02/2023
DDA2020761		Demolition	SAC-Chicago	Draft	10/07/2023
DDA2020763	05/03/2024	Demolition	SAC-Chicago	Inactive	05/01/2024
DDA2021563	10/02/2024	Former Carson	SAC-Chicago	HQ Approved	07/10/2005
DDA2023373	02/02/2022	Disposition	SAC-Chicago	Draft	10/06/2023

Figure 2: Application List.

The user can sort applications in the list by alphanumeric, alphabetical, or chronological order using up/down arrow button located next to the each column heading in the table.

Note: the table in the **Application List** section displays 100 applications at a time. If there are more that 100 application in the list, PIC displays the **Next** link. Click the link to view the next 100 records. After clicking the **Next** link, the user can also click the **Previous** link to return to the previous page.

The **Select View** drop-down allows HA user to select only FO HA DD Application:

FO HA DD Application

When the user selects the **FO HA DD Application** option from the **Select View** list, the following layout will be displayed (see Figure 3).

Figure 3: Field Office

From the displayed lists, the user can select the HQ Division, Hub, Field Office, and a specific Field Office Housing Authority. In this layout **HQ Office** list will only display **Public and Indian Housing** option by default.

Additionally, all of the described above layout has two filter fields, **Application Type** and **Application Status** located in the **Application List** section of the screen (see Figure 4).

Figure 4: Application List

The **Application Type** list allows user to specify the program or condition under which the application had been filed:

- **DeMinimis**
- **Demolition**
- **Demolition/Disposition**
- **Dispo Subpart F**
- **Disposition**
- **Eminent Domain**
- **Homeownership- NO LONGER USED**
- **HOPE I**
- **HOPE III/5(h)**
- **HOPE VI Revitalization**
- **HOPE VI/5(h)**
- **HOPE VI/Nehemiah**
- **Mandatory Conversion**

- **Required Conversion**
- **Section 24**
- **Section 32**
- **Section 5(h)**
- **Section 9**
- **Turn Key III**
- **Voluntary Conversion**

The **Application Status** list allows the user to refine search by the status of an application:

- **Draft**
- **HQ Approved**
- **Inactive**
- **Processor Complete**
- **Removal Approved**
- **Reviewer Complete**
- **Submitted**
- **Under Review**

Note: In both lists, the user can select the **All** option to retrieve application regardless of their type or status.

On the same page, the user can start creating a new Demolition/Disposition application by clicking the **Create Application** link (see Figure 5). Only Field Office or Troubled Agency Recovery Center users are able to create a new application. Therefore, they should choose respective item in the **Select View** list.

Figure 5: New Application

The **Create Application** link enables the user to create an application. When the user clicks the **Create Application** link, the system displays the following page (see Figure 6). The first section of the **List** sub tab displays the controls that allow the user to select the desired entity. The **Primary Contact** and **Executive Director** lists allow the user to select the name of the person to be contacted. The **Application Type** allows the user to specify the program or condition under which the application is to be filed. After entering all the required information the user can click the **Create** button to proceed with the application process, or click **Cancel** to terminate the process.

Figure 6: Create Demolition/Disposition application

If the user clicks**Create** , the application process will continue and the following screen will be displayed (see Figure 7). As was mentioned above, four additional sub tabs under the **Application** tab become visible when new application process begins. They include:

- **Form HUD-52860 (Application Index)** sub tab

- **Supporting Documents** sub tab

- **Quality Checklist** sub tab

- **Submission**sub tab

The user is automatically directed to **Application Index** sub tab (Form HUD-52860), which is described in detail in the next section of this document (1.2.1.2).

Figure 7: Application Index

1.2.1.1.1 Verifying or Modifying Application Sections

In order to modify an application's section, the user should go to the **List** sub tab and select an existing application from the list or create a new application as described above. Then, the user will be transferred to the**Application Index** sub tab. From the **Application Index** sub tab, click a specific **Section** link to access an application section (see Figure 7).

In order to modify the section, the user should click the section which needs to be modified. The system would display the respective page. The displayed page will not be editable. If the user wishes to make changes he/she should click the **Modify Section N** link, where 'N' refers to the number of the particular section. To save changes, the user should click **Save.** If the user clicks Cancel, the program will discard the changes.

1.2.1.1.1.1 Section 1: General Information

The user can make several modifications within the Section 1 of an inventory removals application. Using the **Primary Contact** list, the user can change the primary contact for a particular application as well as select the Executive Director in the **Executive Director's Name** list. Also, the application's date can be changed using the **Date of Application** box (see Figure 8).

Figure 8: Section 1

1.2.1.1.1.2 Section 2 Long-Term Possible Impact of Proposed Action

This section displays the amount of Operating Subsidy and Capital funding the HA received in a selected fiscal year (see Figure 9), and calculates an estimate of the long-run impact of the removal of the units on the PHA's annual funding under these programs. This information is included in the application to ensure that the HA is aware of the potential funding implications of the actions it is proposing.

To make changes, the user should enter an appropriate number in the **Enter the total number of units proposed for removal** box. Select the appropriate fiscal year from the **Performance Funding Subsidy** and **Capital Fund Program FY** boxes and enter the amount of fund HA received for each program in the **HA Received** boxes. Click the **Calculate** button. The decrease in performance funding subsidy and capital funds per year will be automatically calculated and will appear next to the **Performance Funding Subsidy $** and **Capital Fund Program $** boxes.

Figure 9: Section 2

1.2.1.1.1.3   Section 3 Board Resolution, Environmental Review and Local Government Consultation

In this section, the user can enter information regarding Board Resolution, indicate who is conducting the environmental review, list jurisdictions covered by the HA, and attach the required documents. Additionally, the user can attach a Letter of Support from the local Government Official and indicate its date (see Figure 10).

Figure 10: Section 3

1.2.1.1.1.4   Section 4: Description of Property

The **Description of Property** gives the user an overview of the property and its features. The section contains eleven options (see Figure 11). Only the **Total Acres of the Development** option (line 10), and the **Single Family Houses** distribution option (line 8) which is the distribution of single family properties by the number of units can be modified directly in Section 4. The **Inventory Removals** sub module does

not offer the functionality to edit the rest of the information in Section 4, including the information presented in the **Existing Unit Distribution** table. The data is generated by interfacing with the **Development** sub module in PIC. Please contact your Field Office if a unit is not in the **Development** sub module.

Section 4: Description of Property

1. Development Name: MADISON GARDENS   2. Development Number: DE001000001
3. Date of Full Availability: 03/17/1958   4. No. of Residential Buildings: 1
5. No. of Non-Residential Buildings: 0   6. Date Constructed:
7. Scattered Site: Y
8. Single Family Houses: [ ]   Duplexes: [ ]
   3-Plexes: [ ]   4-Plexes: [ ]
   Other: [ ]
9. Row House: 198   Walk-Up: 28
   High Rise: 0
10. Total Acres of the Development: [ ]

[Cancel] [Save]

11. Existing Unit Distribution

	Family Units	Elderly Units	Total Units Being Used for Non-Dwelling Purposes	Merged Units	Total Existing Units	Approved Units yet to be Removed	Total Adjusted Units
0 Bdrm	0	0	0	0	0	0	0
1 Bdrm	0	0	0	0	0	0	0
2 Bdrms	0	0	0	0	0	0	0
3 Bdrms	0	0	0	0	0	0	0
4 or more Bdrms	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

Figure 11: Section 4

1.2.1.1.1.5   Section 5 Description of Proposed Removal Action

This section includes 13 line items that describe the proposed project in detail. This is the section where the building and unit numbers in PIC for what is being proposed are identified and saved to the application, changing their status in PIC. The HAs can edit the Section 5 of applications that are in Draft status. Contact the SAC reviewer assigned for the application if changes are necessary after the application has been submitted.

Applications in which all of the units at a building entrance are being proposed for removal are handled differently from those in which a portion of the units are being proposed. In the latter circumstance, line item 2 is used to select the buildings and units, otherwise line item 1 can be used. Line item 1, **Proposed Action By Building Type**, and line item 2, **Proposed Action by Unit Designation** are alternatives. A unit can be selected by means of one or the other, but not both.

Line item 1, **Proposed Action By Building Type,** lists the buildings, building entrances, and street address locations available for selection in the application under the development number link used to open Section 5. In some cases the available selections are at the level of the building entrance number, in other cases they may be at the level of the building number.

If selections are saved to the application under line 1 by building type, all of the units contained within the selected buildings/building entrances are thereby selected at the same time as well. If only a portion of the units under a building entrance/building number are being proposed in the application, the units should be selected instead under line item 2, **Proposed Action By Unit Designation.** Line 2 can also be used if a portion of the units within the same building/building entrance number are proposed for removal in different years, or a portion are proposed for demolition and another part for disposition within an application that is for both demolition and disposition.

Line item 2, **Proposed Action By Unit Designation**, may be used to make selections by unit. If all of the units at a building entrance are moved to the **Proposed Action by Unit Designation** box under line 2, the effect is the same as selection of the building entrance in line 1, by building type. Line 2 **Proposed Action by Unit Designation** should be used instead in cases where some of the units at a building entrance are being proposed and some at the same building entrance are not being proposed in the application.

There is a list of building entrances (or in some cases buildings) under line 2 **Proposed Action by Unit Designation** the building entrance from this menu will display the unit numbers it contains.

Figure 12: Section 5 line items 1-2

Line item 3**Proposed Action for Non Residential Inventory,** is where the number of acres of land proposed for sale or lease is entered into the application and the number of any non-residential buildings that do not have building numbers in PIC are proposed. This includes acres underlying units.

In the Line item 5, the user should click the **Attach Document** link to include a site map as an attachment, if the proposed action is a partial removal of a development. A site map is critical in

examining partial inventory removals requests. Please mark clearly the units and buildings proposed for demolition or disposition on the site map. A copy of a site map for each development must be attached to the application.

In the Line item 6, click the **Attach Document** link to upload an attachment containing a description of the property and a narrative explaining why the PHA is proposing to remove the particular units and buildings, in the case of proposed partial removal. For example, in the case of demolition of a section of the development clearly explain why the HA is proposing to demolish this section over another, and why the section that will remain in inventory will then be viable.

Where HUD approves the disposition of real property of a project, in whole or in part, the PHA shall dispose of it promptly by public solicitation of bids for not less than fair market value, unless HUD authorizes negotiated sale for reasons found to be in the best interests of the PHA or the Federal Government, or sale for less than fair market value (where permitted by state law) based on commensurate public benefits to the community, the PHA or the Federal Government justifying such an exception. Reasonable costs of disposition and of relocation of displaced tenants allowable under §970.9 may be paid by the PHA out of the gross proceeds as approved by HUD.

3. Proposed Action for Non Residential Inventory		
A. Acres included in Proposed Disposition		
Calendar Year : YYYY		Number of Acres :
B. Buildings included in Proposed Disposition		
Calendar Year : YYYY	Number of Non-Dwelling Buildings without PIC building numbers :	
4. *Intentionally deleted to conform to HUD-52860*		
5. If the proposed action involves a partial removal of a Development, a site map is required		$
Attach a copy of the site map and reference it as Section 5, line 5		Attach Document
6. If the proposed action involves a partial removal of a development, attach a description of the property to be removed along with a narrative explaining why the PHA is proposing to remove this portion of the development and if disposition is for vacant land, attach the legal description of each parcel of vacant land. Reference this attachment as Section 5, line 6		Attach Document
7. Which of the following describe the proposed disposition? (Check that which applies) ☐ A. Disposition at Fair Market Value (FMV) ☐ B. Disposition at less than Fair Market Value (e.g. donation) ☐ C. Disposition which includes an exchange of property *If B and/or C are checked, provide a justification and reference it as Section 5, line 7.*		Attach Document
8. What is the value of the property subject to disposition: $ *Attach evidence verifying the value (e.g. executive summary of the appraisal) and reference it as Section 5, line 8*		Attach Document
9. Was an appraiser used to determine the value of the property listed at Number 8? If so, name of appraiser who conducted the appraisal: Date of appraisal:		○ Yes ⊙ No MM/DD/YYYY

Figure 13: Section 5 line items 3-9

In order to complete line items 10 and 11 of Section 5 (see Figure 14), the user must enter the **Estimated Sales Price**, **Debt**, and **Cost & Fees** in the respective text boxes. Attach a narrative providing details concerning the use of net proceeds and reference it as Section 5, line 11. The use of proceeds must be approved by HUD. The activities proposed should generally relate to housing services and should be

approvable under the Comprehensive Improvement Assistance Program (CIAP) or the Capital Fund program.

The HA's first priority is to retire outstanding debt with the proceeds of sale unless waived by the Department. If an HA has bonded debt that cannot be forgiven, proceeds must be used to make payment on the remaining debt. If the HA has proceeds after payment of debt, its second priority is to ensure that those proceeds are used for the provision of housing assistance to low-income families, e.g. the modernization of another development or building low-income housing.

In the Line Item 12, enter the estimated cost of demolition in the **(a) $** text box. Enter the source of funds that will pay for the demolition in the **(b) Indicate source of funds** text box. Identify the source(s) of funding for the demolition with the fiscal year (e.g., Operating Funds, CFP, CDBG, Other.) If another source of funds will be used, attach a narrative explaining how the PHA will fund the demolition. Enter the year funds are available in the **Year** box.

In the Line item 13, provide a timetable based on the number of **days** after approval of the application that the following major actions will occur:

- Begin relocation of residents
- Complete relocation of residents
- Execution of contract for removal action (e.g. sales contract or demolition contract).
- Actual removal action (e.g. demolition or sale closing)

10. Calculation of Net Proceeds

Estimated Sales Price $ [ ] - Debt $ [ ] - Cost & Fees $ [ ] = Estimated Net Proceeds $ [0.00]

Attach an itemization of costs and fees (including relocation, moving, and counseling costs) to be paid out of gross proceeds and reference it as Section 5, line 10   Attach Document

11. How will the Net Proceeds be used?
Attach a narrative providing details concerning the use of Net Proceeds and reference it as Section 5, line 11   Attach Document

12. What is the estimated cost of demolition?
(Include professional fees, hazardous waste removal, building and site improvement, demolition costs, and seeding and sodding of land. Do not include relocation costs or site improvements such as landscaping, playground, retaining walls, streets, sidewalks, etc.)

(a) $ [ ]

(b) Indicate the source of funds:
☐ Operating Funds for FY [ ] YYYY
☐ CFP Funds for FY [ ] YYYY
☐ CDBG Funds
☐ Other
If Other, attach a narrative explaining how the PHA will fund the demolition and reference it as Section 5, line 12   Attach Document

13. General Timetable: The HA is to provide a brief timetable based on the number of days after approval of the application that the following major actions will occur: Attach Document

| A. Begin relocation of residents | [ ] | B. Complete relocation of residents | [ ] |
| C. Execution of contract for removal (e.g. sales contract or demolition contract) | [ ] | D. Actual Removal Action (e.g. demolition or sale closing) | [ ] |

Figure 14: Section 5 line items 10 - 13

1.2.1.1.1.6   Section 6 Relocation

Based on the data on proposed units from Section 5 and the data on existing units pulled into Section 6 from the **Development** sub module, the system will display the number of units proposed for removal that are occupied when the application is submitted. It will also display the number of units that are occupied

from the remaining units in the development after the removal. A narrative should be attached to the application explaining the circumstances that resulted in units becoming vacant before the application submission and describing the relocation of the residents. Reference it as Section 6 line 1(a).

Section 6: Relocation

1. Occupied units:

a. Of the **1** units proposed for removal, **0** are occupied as of the date of this application.

Attach a narrative explaining the circumstances that resulted in the units becoming vacant and the relocation of the residents and reference it as Section 6, line 1(a).   Attach Document

b. Of the **1** total units in the development to be removed, **1** units will remain after removal.

c. Of the **1** units that will remain after removal, **0** are occupied as of the date of this Application.

If any units are listed as occupied in 1(a), complete questions 2-8

2. How many individuals will be affected by this action? [   ]

3. How will counseling and advisory services be provided?

Attach a narrative explaining and reference it as Section 6, line 3.   Attach Document

4. What housing resources are expected to be used for relocation?
   ☐ Other Public Housing   ☐ Section 8   ☐ Other

Attach a narrative explaining and reference it as Section 6, line 4.   Attach Document

	Per Unit Cost x	No. of Units =	Total*
5. Estimated cost of counseling and advisory services	$ [ ]	[ ]	$ [ ]
6. Estimated cost of moving expenses	$ [ ]	[ ]	$ [ ]
7. Total cost of relocation expenses			$ [ ]

* All the totals are calculated.

8. What sources of funding will be used to pay for relocation activities?
   ☐ Operating Funds for FY: [   ] YYYY
   ☐ Capital Fund for FY: [   ] YYYY
   ☐ Other

If Other, provide an attachment explaining and reference it as Section 6, line 8.   Attach Document

Figure 15: Section 6

1.2.1.1.1.7   Section 7 Resident Consultation

In order to properly complete Section 7 of the application, the user should attach all the required documents and enter points of contact.

The user should provide an attachment describing the consultation process with residents of the affected development and reference it in Section 7, line 1. Provide the name of the Resident Council representing residents of the affected development. If there is no Resident Council at this development, indicate this by entering the word 'none'. Attach a document with a narrative explaining consultation with the resident organization(s) at the development. Provide the name of the Resident Council representing residents of the developments under the PHA's jurisdiction. Attach a document with a narrative explaining the

consultation with the HA-wide resident organization(s) along with a narrative about the PHA's consultation with the Resident Advisory Board (RAB) (as defined by 24 CFR 903.13).

Section 7: Resident Consultation

1. Describe how the residents of the development were informed and consulted about the proposed action.

Attach a narrative explaining the PHA's consultation with the residents of the affected Development and reference it as Section 7, line 1

Attach Document

If proposed action is for Demolition and/or Disposition under Section 18 of the Act, complete questions 2-5

2. Resident Council (at development): Provide the name of the Resident Council representing the residents of the development   (if none, state none)

Attach a narrative explaining the PHA's consultation with the Resident Council of the affected Development and reference it as Section 7, line 2

Attach Document

3. Resident Council (PHA-jurisdiction-wide): Provide the name of the PHA-wide Resident Council representing the interests of the residents of the development   (if none, state none).

Attach a narrative explaining the PHA's consultation with Resident Council (PHA jurisdiction-wide), and reference it as Section 7, line 3

Attach Document

4. Resident Advisory Board (RAB) (as defined by 24 CFR 903.13):
Attach a narrative explaining the PHA's consultation with the RAB and reference it as Section 7, line 4.

Attach Document

5. Did you receive any written comments from the residents, the Resident Council(s), or the RAB?   ○ Yes ○ No

If yes, attach the comments, along with any evaluation the PHA has made of those comments and reference it as Section 7, line 5

Attach Document

Figure 16: Section 7

1.2.1.1.1.8 Section 8 Offer of Sale

This section must be completed for all Section 18 Dispositions, including dispositions in connection with Voluntary or Required Conversion that are subject to Section 18 requirements. For other application types, it can be skipped.

Click the appropriate option button to specify whether or not the HA is exercising any of the exceptions to the offer of sale requirements permitted by 24 CFR 970.9(b) (3). If so, select the option button for the exception under 24 CFR 970.9(b) (3):

(i) local/state government acquisition of less than 2 acres of land

(ii) Property to be used for other housing or facilities benefiting low-income families

(iii) Units were legally vacated in accord with HOPE VI, 24 CFR 971, or Required Conversion under 24 CFR 972.

(iv)Units converted to tenant-based assistance under Section 33 of the Act

(v) Disposition of non-dwelling buildings and facilities

The user must attach appropriate documentation to support the selected exception.

Figure 17: Section 8

1.2.1.1.1.9   Section 9: Certification of Compliance

Section 9 provides a place for attaching the certifications and addendums needed depending upon the application type selected when an application is created.

The certifications are available for downloading as Word documents at the following location on the Special Applications Center website:

http://www.hud.gov/offices/pih/centers/sac/phacrtcmp.cfm

Figure 18: PHA Certifications of Compliance

In the revised form 52860, the former Section 6 on Justifications for demolition and disposition has been replaced by an addendum attachment covering Total Development Costs, and by Exhibit A of the certification attachment required under Section 9 for Section 18 actions

Figure 19: Exhibit A

For all Demolition actions and for all Disposition actions where the justification is obsolescence, the following additional form must be attached to the electronic submission of form 52860:

HUD-52860-B: Total Development Cost (TDC) Calculation.

For some applications types other than Section 18 demolition or disposition, the following additional forms must be attached to the submission of form 52860:

HUD-52860-C Homeownership

HUD-52860-D Required Conversion

HUD-52860-E Voluntary Conversion

HUD-52860-F Eminent Domain

These forms can be found on the Special Applications Center website at the following address:
http://www.hud.gov/offices/pih/centers/sac/exp52860.cfm

Figure 20: Section 9

1.2.1.2 Form HUD-52860 (Application Index) Sub Tab

To access the **Application Index** page, the user should open a new application (application initiation process described above) or click an application number in the **List** sub tab of the **Application** tab (see Figure 21).

The **Application Index** page contains a table that has the following information:

- Section (of the application)
- Section Type ("Required" or "Not Required")
- Section Status
- Status Date

Also, the **Delete Application** button indicates that the new application is being created. The button is not visible when the page is accessed via the application number link in the **List** sub tab.

The **Add/Remove Development** link enables the user to add or remove a development. The HA user will be able to add developments until it is submitted.

Section	Section Type	Status	Status Date
Section 1: General Information	Required	Not Started	12/05/2006
Section 2: Long-Term Possible Impact of Proposed Action	Required	Not Started	12/05/2006
Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation	Required	Not Started	12/05/2006
Section 4: Description of Property 24 CFR Part 970.8 OH002003 hvnls plliy ovnnrp	Required	Modified	12/05/2006
Section 5: Description of Proposed Action by Project 24 CFR Parts 970.8 970.9 OH002003 hvnls plliy ovnnrp	Required	Modified	12/05/2006
Section 6: Justification for Demolition and/or Disposition 24 CFR Parts 970.6 and 970.7 OH002003 hvnls plliy ovnnrp	Required	Modified	12/05/2006
Section 7: Relocation 24 CFR Part 970.8 OH002003 hvnls plliy ovnnrp	Required	Modified	12/05/2006
Section 8: Resident Consultation 24 CFR Parts 970.4 and 970.8 OH002003 hvnls plliy ovnnrp	Required	Modified	12/05/2006
Section 9: Section 412 Offer of Sale 24 CFR Part 970.13 OH002003 hvnls plliy ovnnrp	Not Required	Modified	12/05/2006

Figure 21: Application Index

The user may modify or complete a section within an application by clicking the linked section entries on the page.

In order to add developments to the application or remove the development from the proposed list, the user should click the **Add/Remove Development** link and make the necessary correction (see Figure 22). As you can see the page presents the user with two lists **Available Development** and **Proposed Development**. The top section of the page highlights the details about the selected housing authority and

the top part of the bottom section informs the user about the application type and status along with the information about the processor and reviewer of the application.

The user can move the development(s) from one list to another by selecting them and clicking the arrows which represent the direction of the transfer. By pressing and holding the CTRL key, the user can select multiple developments.

Figure 22: Add/Remove development

1.2.1.3 Supporting Documents Sub Tab

The user can access the **Supporting Documents** sub tab by clicking an **Attach Document** link in one of the pages within one of the application sections or by clicking the **Supporting Documents** sub tab on the **Application** tab. This page enables the user to upload files to attach to an application.

The system allows attachments only in following formats:

- Bitmap
- Graphical Interchange
- Text
- Rich Text
- Microsoft® Excel
- Microsoft® Word
- Microsoft® Project
- Microsoft® PowerPoint
- Adobe Acrobat Reader .pdf files

The expectations are that most attachments will be scanned into .pdf extension files before attachment to the application.

The **Attach** button enables the user to upload files to the system. To upload a file to the system, first select the appropriate option from the **Attachment Type** list. Then provide attachment description in the **Enter Description** box. After that, the user can click the **Browse** button, and select a file from the list. After the user selects a file from the list, the user can press the **Attach** button. As was mentioned in the paragraph above, only certain types of files can be uploaded to the system via the **Supporting Documents** sub tab.

Figure 23: The Application Supporting Documents page

On the same page, the user can see the list of files which were previously uploaded to system. The user can download the file to the local machine using the **Download** link.

1.2.1.4 Quality Checklist Sub Tab

The **Quality Checklist** page informs the user about possible errors in the application. It displays a list of missing options for the required sections based on the application type of the selected application.

The user can access the **Quality Checklist** sub tab using the **Application** tab. Also, **Quality Checklist** sub tab can be accessed from the **Submission** sub tab by clicking the **View Quality Checklist** link.

If the application contains multiple developments, the user can switch the development using the **Development Number** list to review the documents. In order to add missing information, the user should click the link and the system will display the respective page of the application.

Figure 24: The Application Checklist page.

1.2.1.5 Submission Sub Tab

The user can access the **Submission** sub tab of the Application tab (see Figure 25) enables the user to submit an application to the Special Applications Center (SAC). It also allows a PHA to view summary information for each of the developments included in an application.

View Land Information (see Figure 26) link allows the user to view information about the land such as *Total Acres of the Development.*

Additionally, the user can click the **View Quality Checklist** link to return to the previous page.

Application	Remove from Inventory	Reports			
List	Form HUD-52860	Supporting Documents	Quality Checklist		Submission

HQ Office:	Public and Indian Housing
HQ Division:	PO Field Operations
Hub:	2HNYC New York City Hub
Field Office:	2APH NEW YORK CITY HUB OFFICE
Field Office HA:	NY005 New York City HA
Application:	DDA0003476

Application Status

| Application Type: | Disposition | Processor: | SAC-Chicago |
| Application Status: | Draft | Status Date: | 01/09/2009 |

Summary of Demolition and/or Disposition Activity

View Land Information

Development	0-Bdrm Units	1-Bdrm Units	2-Bdrm Units	3-Bdrm Units	4 & 4+ Units	Total Resid. Units	Total Non-Resid. Units	Resid. Bldgs.	Non-Resid. Bldgs.	Total Bldgs.	Acres Disposed
NY005011340 J.L. ELLIOT	0	0	0	0	0	0	0	0	0	0	0
Totals:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Application Submission

View Quality Checklist

Please submit the application by clicking on the Submit button below:

Submit

Figure 25: Submission sub tab.

Development : DC001031	Total Acres of the Development :	0
Applications	**Acres Section 4, Item 11**	**Acres proposed in Section 5**
DDA0000491	4.42	4.42
DDA0003171	10.01	10.01

Figure 26: View Land Information.

1.2.2 The Remove from Inventory Tab

Through the removal from inventory process, the status of buildings and units in PIC is changed to Removed from Inventory, and the date of removal from the public housing inventory is recorded. The **Remove from Inventory** tab (seeFigure 27) in the **Inventory Removals** sub module is where the process is performed.

Application	Remove from Inventory	Reports									
Remove Bldg/Units											

Select View: Development
Hub: 5HCLV Cleveland Hub
Field Office: 5DPH CLEVELAND HUB OFFICE [Select]
Field Office HA: OH002 Youngstown MHA [Select]

Development List

Application Type: All   Processor: All   [Retrieve]

Records 1 to 5 of 5

Development Number	Development Name	Total Approved Units	Total Removed Units	Total Remaining Units	Total Approved Non-Dwelling Structures	Total Removed Non-Dwelling Structures	Total Remaining Non-Dwelling Structures	Total Approved Acres	Total Removed Acres	Total Remaining Acres
OH002000100	WESTLAKE HOMES	100	100	0	1	0	1	18.63	0.00	18.63
OH002000600	YOUNGSTOWN MHA	13	8	5	0	0	0	0.00	0.00	0.00
OH002001	WESTLAKE HOMES	289	289	0	0	0	0	0.00	0.00	0.00
OH002003	KIMMEL BROOK HOMES	159	159	0	0	0	0	0.00	0.00	0.00
OH002014	SCATTERED SITES	2	2	0	0	0	0	0.00	0.00	0.00

Figure 27: The Remove from Inventory

After SAC approves an application, there is a submission and approval process used to remove units from the PIC inventory. This process involves the creation, submission, and approval of transactions.

PHA staff starts the process by entering the dates on which approved units, buildings and/or land were removed from inventory. The status of this information is then displayed as "Draft." There are two further levels of review in PIC at the PHA before the transaction is forwarded within PIC to the HUD Field Office.

The next level of review is the **Submission** sub tab. This is where HA supervisory staff submit the information to the HA Executive Director, or the designated final reviewer at the PHA. The status becomes "Submitted for Review".

It is then the decision of the HA Executive Director or their designee to use the controls on the **Review** sub tab whether to reject the transaction or submit it to the Field Office for approval. If the HA Executive Director rejects the transaction, it receives a "Rejected" status. If approved, the transaction receives a "Submitted for Approval" status.

The HUD Field Office may approve or reject the transaction. If the Field Office rejects the transaction, the status becomes "Rejected." In this situation, the HA has the capability to modify the information in the transaction. After a change has been made and saved, the status of the rejected transaction is reset to "Draft."

If the Field Office approves the transaction, the status in PIC permanently becomes "Removed from Inventory (RMI)"

1.2.2.1 The Remove Bldg/Units sub Tab

Click the **Remove from Inventory** tab to access the **Remove Bldg/Units** sub tab.

The **Development List** section displays every development with units, buildings, and/or land approved for removal. It also presents the number of those approved in a development that have already been reported as removed from inventory and those that are still waiting to undergo the removal from inventory process.

The **Development List** (see Figure 28) section contains the following categories for each development included in an inventory removals application

- The **Development Number** column displays the development numbers as links. Click a link to see a list of transactions for the selected development.

- The **Development Name** column displays the actual names of every development.

- The **Total Approved Units** column displays the total number of units approved for removal in PIC applications for the development listed.

- The **Total Removed Units** column displays the total number of units that completed the removal from inventory process and are no longer visible in the **Development** sub-module (except in reports).

- The **Total Remaining Units** column displays the remaining units that have been approved in an application process but have yet to undergo the remove from inventory process.

There are also **Total Approved Non-Dwelling Structures**, **Total Removed Non-Dwelling Structures**, and **Total Remaining Non-Dwelling Structures** columns for non-dwelling structures and acres of land.

Figure 28: Remove from Inventory List

1.2.3 The Reports Tab

The **Reports** tab of the **Inventory Removals** module enables the user to create a report detailing the number of approved units from Inventory Removals applications and the number of actual units that have undergone the Inventory Removals action in a given fiscal year (see Figure 29). There are three main types of reports that the user can select in the **Report Type** list, **Activity** reports, **National** reports, and **Non PIC Home Ownership** reports.

Figure 29: Reports tab

In order to run a report, the user should select the desired option in the **Report Type** list. Select the type or types of applications to display in the report using check boxes in the **Select Application Type** area. Using the **Federal Fiscal Year** list the user can select the desired report time frame, and click the **Generate Report** button.

Figure 30: Selection of Application Types and Level of Detail.

Activity Report

The Activity report is broken down by application number and development for each PHA.

Activity reports can be run for all application types, or for selected application types. The report in shown in a Figure 313 is for Demolition and Demolition/Disposition.

Figure 31: Demolition and Demolition/Disposition report

For each of the PHA's application numbers, the Activity Report shows how many units were approved, by fiscal year, and how many were removed, by fiscal year.

Note: Availability of the **Reports** page is determined by security access role. If you would like access to the page, contact your HA Executive Director.

National Report

The National report consists of tables containing the following information (see Figure 32 for an example, where the application type selected was **All**):

The totals for each category are displayed in bold in the end of the table.

Application Type: **All**

Fiscal Year	Approved Units	Actual Units	Percentage complete
2004	4,372	219	
2003	6,183	1,075	
2002	9,847	7,308	
2001	24,704	16,495	
2000	15,854	13,965	
1999	17,038	15,557	
1998	15,499	12,045	
1997	21,903	13,181	
1996	22,973	6,291	
1995	15,345	3,620	
1994	3,247	307	
1993	1,873	819	
1992	300	18	
1991	144	0	
Totals:	**159,282**	**90,900**	**57.07 %**

Figure 32: An example of a report.

Note: Unless you select to display a specific fiscal year, PIC displays data for all fiscal years pertaining to the selected application type. The years included in the report vary depending on the application type selected.

The report contains two options for further use of this data (see Figure 33). The following options are displayed as icons on the upper right side of the report:

- Download in Excel: The report downloads into an Excel spreadsheet for further data manipulation.
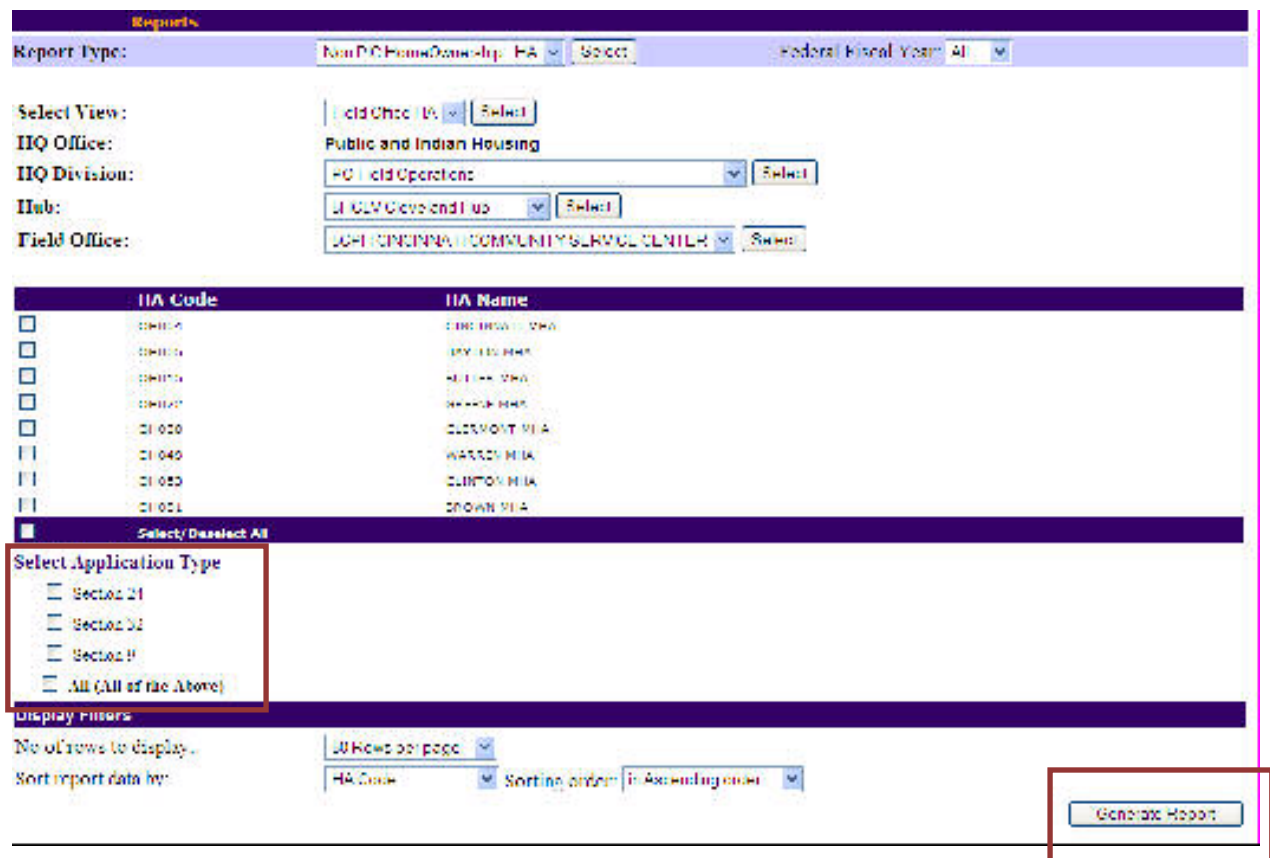- Print Page: The report prints as a web page.

Figure 33: The options available for further use of a report.

Non PIC Home Ownership Report

Non PIC Home Ownership Report reflects information regarding properties which aren't part of PIC inventory. These properties are maintained by their respective owners.

The report can be filtered by Application Type (see Figure 34).

Figure 34: Non PIC Home Ownership

Upon clicking on Generate Report button the following screen will be displayed (see Figure 35).

Demolition and Disposition Non PIC HomeOwnership - HA Report

Download in Excel   Print

HQ Office:	**Public and Indian Housing**
HQ Division:	**PO Field Operations**
Hub:	**5HCHI Chicago Hub**
Field Office:	**5APH CHICAGO HUB OFFICE**

| Report Generation Date: | **Friday, October 29, 2010 3:12:50 PM** |

Applications 1 to 3 of 3

HA Code	Fiscal Year ▲ ▼	Application Number ▲ ▼	Application Type ▲ ▼	Proposed Units	Approved Units	Removed Units
IL001	2008	DDA0001916	Section 32	0	0	0
IL004	2008	DDA0003154	Section 32	0	0	0
IL004	2008	DDA0003155	Section 32	0	0	0

Figure 35: Non PIC Home Ownership

The report contains two options for further use of this data (see Figure 33). The following options are displayed as icons on the upper right side of the report:

- Download in Excel: The report downloads into an Excel spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.